



VILLAGE OF PALM SPRINGS

LAND DEVELOPMENT BOARD

**APPLICATION FOR SITE AND DEVELOPMENT PLAN
APPROVAL OR AMENDMENT TO ORIGINAL SITE PLAN**
(Filing Fee: Amendment \$500.00 - Minor \$500.00 – Major \$1500.00)

FOR VILLAGE USE ONLY	
Date Filed: _____	
Date of Land Development Board Hearing _____	Date of Village Council Hearing _____
Land Development Board Recommendation	Village Council Decision

INSTRUCTIONS TO APPLICANT

**Application will not be accepted and technical review will not occur
until ALL items are submitted
Check mark all items submitted**

1. _____ Pre-application conference with Land Development for scoping issues.
2. _____ Answer all requirements as provided in the Site Plan Regulations.
3. _____ A filing fee of Minor Site Plan or Amendment \$500.00 and Major Site Plan \$1500.00 must accompany this application.
4. _____ Check with the Land Development Department to determine the time and place of public hearings on the site plan. (Land Development meetings are held 2nd Tuesday of each month and Council meetings are held 2nd and 4th Thursday of each month). **Site Plan Packages need to be handed in ONLY to the Zoning Tech AT LEAST 45 days prior to the meeting you are planning to attend.**
5. _____ One copy of the latest warranty deed of the property involved with this application.

6. _____ Three (3) Sets of Mailing Labels for all property owners and Radius Map within 300 feet of the property from Palm Beach County Property Appraiser's Office, telephone number 355-2358 after contacting their Mapping Department at 355-2881.
7. _____ Traffic Statement/Study – REVIEW PROCESS WILL NOT BEGIN WITHOUT SUBMITTAL OF THREE (3) SIGNED & SEALED COPIES. THE VILLAGE WILL TRANSMIT A COPY TO THE COUNTY FOR REVIEW. **The County is 6 weeks out on Traffic Reports, if you would like to expedite the approval process please submit the Traffic Studies 2-4 weeks in advance with the Traffic Review fee made out to Palm Beach County (see page 5 attached)**
8. _____ One Agent's Agreement or Power of Attorney if applicant is different than owner
9. _____ One copy of the Color chips or Color Rendering (Preferred color rendering 8 ½ x 11- 11 x 14)
10. _____ Provide three (3) sets of Paving, Grading and Drainage Plans and Drainage Calculations.
11. _____ Provide twenty (20) copies of the following plans listed as they pertain to the project in full sets. Including three (3) sets of all plans shall be signed and sealed original.
12. _____ **Site plan packages must include but are not limited to :**
 1. Site Plan
 2. Landscape Plan
 - a. Must show all species and sizes. (Florida Grade No.1 only)
 - b. Tree survey of existing site
 3. Elevation plan
 4. Photometric plan
 - a. Must show spillover at property line
 5. Boundary Survey
 - a. Needs to be within the last calendar year
 - b. Needs to show Acreage
 - c. Needs to show proper Parcel ID number
 - d. Needs to have Title Commitment Policy and number referenced, OR
 - e. Abstract Survey can be used
 6. Tabular data
 7. Dumpster locations (include recycling)
 8. Accessible routes
 9. Fire Hydrant locations
 10. Utility Tie-Ins
 11. Adjacent Zoning
 12. Ultimate right-of-ways widths
 13. Dimensions on buffers, drive isles and driveways and any other pertinent site

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1. **PROJECT NAME:** _____

AGENT'S NAME: _____

ADDRESS: _____

PHONE: _____

2. **OWNER'S NAME:** _____

(or Trustee's)

ADDRESS: _____

3. **PROJECT LOCATION:** _____

(not legal description)

PARCEL CONTROL NO.: _____

4. **CORRESPONDENCE**

ADDRESS: _____

(if different from agent or owner)

✦ This is the address to which all agendas, letters and other materials will be sent.

5. **PETITIONER'S STATEMENT** (Explanation and reasons for the request):

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6. **ZONING DISTRICT:** _____

7. **PROPERTY SIZE** (Square feet or acres): _____

8. **PRESENT USE OF PROPERTY:** _____

9. **IS THERE AN ANNEXATION AGREEMENT?** _____ (If yes, attach)

10. **IS THERE ANY APPROVED VARIANCE REQUESTS FOR THIS PROPERTY?**
_____ (If yes, attach)

11. **OWNER'S AUTHORIZATION:** Each petition must bear the signatures of all owners of property in the petitioned area. A letter of authorization allowing a person other than the owner to sign such a petition must be attached to accompany said petition.

Signature of Owner(s) of Record

Signature of Applicant

Print Name of Owner(s)

Print Name of Applicant

Street Address

Street Address

City, State and Zip Code

City, State and Zip Code

(Area Code) Telephone Number

(Area Code) Telephone Number

STATE OF FLORIDA
COUNTY OF PALM BEACH

The following instrument was acknowledged before me this _____ day of _____
_____ 20 _____ by _____
who is personally known to me, or who has produced _____
_____ as identification and who did/did not take an oath.

Notary Public

My commission expires

TRAFFIC PERFORMANCE STANDARDS REVIEW FEES

Dear Interested Party:

On April 15, 2008, the Board of County Commissioners established fees for the review of traffic impact studies. The fees will take effect for all new traffic studies that are submitted on or after May 1, 2008. The established fees are as follows:

A fee of \$0.80 per net daily trip with a minimum fee of \$150 to defray the cost for processing the review of a Traffic Impact Study for compliance with Article 12 of the Unified Land Development Code (ULDC).

A fee of \$0.40 per net daily trip with a minimum fee of \$75 to defray the cost for processing the review of a Land Use Traffic Study for compliance with Policy 3.5(d) of the Land Use Element of the Comprehensive Plan.

PROCEDURE

All fees are payable to "Palm Beach County Board of County Commissioners." Fees are due upon initial submittal of a traffic study for review. There is no additional fee for subsequent reviews in response to review comments so long as the application remains active.

Unincorporated – Public Hearing/DRO/Concurrency

At this time, the Traffic Division has not established an accounting procedure with Planning, Zoning and Building Department (PZ&B) for the collection of the review fee at intake. Until that is set, please submit a check for the required traffic study review fee directly to the Traffic Division. Please note your application number and control number on the memo line of the check. Do not include the traffic study review fee in the same payment of other required PZ&B review fees.

Unincorporated – Status Report/Administrative Time Extension

Please submit a check for the required traffic study review fee along with the initial application to the Monitoring Section of PZ&B. The check will be forwarded to the Traffic Division by PZ&B along with the traffic study. Do not include the traffic study review fee in the same payment of other required PZ&B review fees.

Incorporated – Submittal to Municipality

For the municipalities that require submittal of the traffic study to the municipality who then forwards the study to Palm Beach County for review, include the required traffic study review fee along with the traffic study. The check will be forwarded to the Palm Beach County Traffic Division by the municipality along with the traffic study. Do not include the traffic study review fee in the same payment of other required municipal review fees.

Incorporated – Submittal directly to Palm Beach County

For municipalities that require County approval of traffic studies prior to application to the municipality, include the required traffic study review fee along with the traffic study submitted to the Traffic Division.

TRIP GENERATION CHANGES

Occasionally, net daily trip generation calculations change to address review comments received from Palm Beach County. The review fee will be based on the net daily trip calculation in the first submitted traffic study. Adjustments to the review fee amount paid may be considered only if the net daily trip generation calculation increases or decreases by more than 10%.